DOCUMENT RESUME

ED 126 748 HE 007 249

TITLE	Faculty Handbook. Louisiana State University in New Orleans.
INSTITUTION	Louisiana State Univ., New Orleans.
PUB DATE	72
NOTE	59p.
EDRS PRICE	MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS	*Administrative Policy; *College Faculty; Governance; *Higher Education; *Personnel Policy; *State Universities
IDENTIFIERS	*Faculty Handbooks; Louisiana State University in New Orleans

ABSTRACT

General information on faculty personnel policies and benefits, instructional policies, and services are included in the 1972 faculty handbook for Louisiana State University in New Orleans. (JT)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED126748

FACULTY HANDBOOK

LSUNO

LOUISIANA STATE UNIVERSITY IN NEW ORLEANS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

December 1972 • New Orleans, Louisiana

HE 007 249

CONTENTS

History 7

Organization 10

- Board of Supervisors 10
- President of the University System 10
- Chancellor 10
- Vice Chancellor for Academic Affairs 10
- Academic Deans and Directors 10
- Department Chairman 11
- Chain of Authority 11
- Vice Chancellor for Student Affairs 11
- Vice Chancellor for Business Affairs 11

Director of the Library	12
Director of Information Services	12
Director of Athletics	12
The Administrative Council	12
The Faculty Council	13
The University Senate	13
Graduate Faculty	14
Council of Academic Deans and Directors	14
Research Council	14
The Graduate Council	14
Religious Council	15
Athletic Council	15
The Faculty	15
Departmental Governance	16

Accreditation 16

Faculty Personnel Policies 17
- Contracts 17
- Personnel Records 17
- Tenure 19
- Leaves, Vacations, and Holidays 20
- Summer Terms 23
- Outside Employment 24
- Committees 24
- Faculty Meetings 24
- Commencement 24

Fiscal Policies 25
- Pay 25
- Salaries 25
- Salary Increases (Promotions and Merit Increases) 25
- Payroll Deductions 26
- Travel Allowances 32
- Research Council Grants 33

Instructional Policies 34
- Academic Freedom 34
- Conduct of Class 34
- University Committee for the Protection of Humans and Animals 35
- Teaching Load 35
- Office Hours 36
- Testing 36
- Registration 36
- Class Hours 37
- Grading System 37
- Student Discipline 38
- Standards of Behavior 38
- Disciplinary Actions 39
- Disciplinary Procedures 39
- Program Changes 40
- Attendance 40
- Examinations 40
- Credit Examinations 41

Library 42
Hours 42
Classification 42
Loan Policy 42
Book Purchasing 43

Benefits and Privileges 44
Group Life Insurance 44
Group Medical Insurance 45
Retirement 46
Long-Term Disability Insurance 46
Accidental Death and Dismemberment Insurance 46
Tax-Sheltered Annuity Plan 47
Credit Union 47

Services 48
Bookstore 48
Food Service 48
Student Health Service 49
Campus Mail Service 49
Campus Security 50
Telephone Service 50
Operation and Maintenance 50
Office of Accounting Services 51
Purchasing 51
Information Services 51
Identification Cards 51
Recreation 52

Publications 53
The Trident 53
The Driftwood 53
The Ellipsis 53
Arete 53

Permanent Memoranda 54

Appendix I (Faculty Council By-Laws) 55

Appendix II (LSUNO Senate By-Laws) 58

History

LSUNO was established by Act 60 of the 1956 Louisiana Legislature, in order to bring tax-supported higher education to the metropolitan area of New Orleans. Greater New Orleans, containing one-fourth of the state's population, was without a public institution of higher learning until that time. As a campus of Louisiana State University, LSUNO was conceived as a modified liberal arts college for commuting students, with the framework for growth into a true urban university within a short period of time.

Opportune acquisition of an ideal site on the shore of Lake Pontchartrain made possible a formal opening in September, 1958. The U. S. Navy, in the autumn of 1957, vacated its air station at Lakeshore Drive and Elysian Fields Avenue, and the site with all its facilities was leased to the University by the Orleans Levee Board. Service clubs and barracks were quickly remodeled as classrooms and administrative facilities, and preparations were made for an inaugural convocation in a vacant aircraft hangar. A total of 1,460 freshmen arrived for this convocation, more than twice the number originally expected.

All students were freshmen during the first academic year. Sophomore work was added in 1959, junior work in 1960, and in 1961 the school became a full four-year institution. Meanwhile, the original faculty of 63 increased in size to 150, the library expanded its holdings to more than 100,000 volumes, and the enrollment increased to more than 3,000 students. Senior academic divisions were established in liberal arts, in sciences, and in business administration, and a junior division was created for the academic administration of freshmen. Dr. Homer L. Hitt, the first employee of the new institution and the chief administrative officer, was advanced in rank from Dean to Vice President of LSU in Charge of LSUNO.

Prior to the first commencement, in accordance with a campus master plan prepared by architects and approved by the Board of Supervisors, two new permanent buildings and a central utilities plant were completed and put into operation. The architectural style, as described by the designers, was a modern adaptation of Louisiana tradition. The first

commencement, however, was held in a tent, temporarily erected on the campus for the purpose. In June, 1962, one-hundred and fifteen graduating seniors were awarded their diplomas.

The senior academic divisions became colleges in the summer of 1962. A school of education was established. In 1963, an evening division and a graduate division were added, and the Vice President in Charge was named Chancellor. The school of education became a college of education in 1964. The graduate division became a graduate school in 1966.

To its original 178-acre site, LSUNO added a 17.5 acre strip along its western boundary in 1963. This land also was acquired from the Orleans Levee Board, and it brought the total campus acreage to 195.5. Still more acreage was obtained in 1964, half-a-mile east on the Lake Front, when the U. S. Army abandoned its Camp Leroy Johnson facility, and the Levee Board made this site, too, available to the University. This 150-acre tract was acquired with the idea that a research center, an adult education center, a special education center, and married student housing eventually would be constructed there. A parcel of 50 acres was released in 1965 to the Gulf South Research Institution, for the establishment of laboratory facilities.

Subsequent to the completion of the Liberal Arts Building and the Science Building in 1961, the Earl K. Long Library was completed in 1963, an Administration Building in 1966, the Education and Business Building and a University Center in 1967, and a Health and Physical Education Center in 1969. Also completed in 1969 was an eight-story dormitory structure, Bienville Hall, which ended the commuter-college era on the Lake Front. An additional dining facility, The Commons, was completed simultaneously. In 1970, a Special Education Center was constructed on the East Campus, and in 1972, a Performing Arts Center and an Engineering and Sciences Building were added on the Main Campus, and the total LSUNO physical plant investment was approaching 30 million.

At the Inaugural Convocation in 1958, optimistic predictions were made to the effect that LSUNO would soon develop into a true metropolitan university, which by 1970 would have an enrollment exceeding 10,000 students. These predictions were justified. Long before 1970, the fledgling little college had grown into a large academic complex embracing several colleges and institutes, offering graduate work in many

different fields and awarding both the masters and the Ph.D. degree. The 10,000 enrollment figure was reached and surpassed in 1969. Midway in its second decade, LSUNO is secure in its position as the second largest college or university in Louisiana, with an enrollment approaching 13,000. As the metropolitan campus of the Louisiana State University System, it is a mature and well-rounded institution, enjoying not only a sound academic reputation, but also the advantages of extensive extracurricular programs, including intercollegiate athletics. From the early austerities of a new educational frontier has emerged an environment rich in potential for the pursuit of higher learning. Out of a public need and a general public demand has grown a vital, dynamic asset to a great urban community seeking the rewards of social, cultural, and economic progress and confidently applying reason and enlightenment to the solution of its problems.

Organization

LSUNO organization charts appear on pages 28-29 and 30-31 of this handbook.

Board of Supervisors

Composed of 14 members appointed by the Governor for staggered terms of 14 years, the Board of Supervisors is the governing body of the University System. The Governor is a member *ex-officio*.

President of the University System

The President, with offices in Baton Rouge, is responsible for the execution of the Board's administrative and educational policies. He is the chief executive officer of the entire University System.

Chancellor

The Chancellor is the chief administrative officer on the LSUNO campus. He is responsible directly to the President of the University System for the entire operation of the campus, academic and non-academic.

Vice Chancellor for Academic Affairs

The Vice Chancellor for Academic Affairs is responsible to the Chancellor. As the coordinator of all academic affairs at LSUNO, he has purview over the various colleges, the Junior Division, the Graduate School, the Evening Division, the Office of the Registrar, the Office of High School Relations, the Audio Visual Center, and the Library. In the absence of the Chancellor, he serves as acting chief administrative officer.

Academic Deans and Directors

The deans of the colleges, the Dean of the Graduate School, the Dean of the Junior Division, and the Director of the Evening Division are responsible to the Chancellor through the Vice Chancellor for Academic Affairs. Chairmen of the departments within the colleges are responsible to their respective deans.

Department Chairmen

The chairman of a department is appointed for a limited time, usually three years. He is appointed upon the approval of the President after having been recommended by the Chancellor, the Vice Chancellor for Academic Affairs, and the Dean of the College, and holds office at the pleasure of the Board of Supervisors. The chairman is responsible for the academic, personnel, and financial needs of his department.

The department chairman must function as a two-way communication channel, carrying his own and his faculty's views convincingly to the administration and leading his faculty to understand and embrace the administration's institutional goals and procedures.

Chain of Authority

The proper line of administrative authority on this campus is from the department chairman to the dean of the college, to the Vice Chancellor for Academic Affairs, and finally to the Chancellor of LSUNO. This sequence of official review should be respected in all cases of disagreement. Only when a resolution of differences proves impossible at any given level should the matter be taken to the next higher authority. The President of the LSU System should be involved in controversial issues on this campus only after the successive administrative levels of appeal at LSUNO have been exhausted, or at the instance of the Chancellor.

Vice Chancellor for Student Affairs

All student organizations and all student affairs of a non-academic nature, with the exception of business affairs, are under the administrative jurisdiction of the Vice Chancellor for Student Affairs, who is responsible to the Chancellor. The Dean of Men, the Dean of Women, the Director of the University Center, the Coordinator of Alumni Affairs, the Director of Student Aid and Placement, the Student Health Service, the Director of Intramural Sports, and the Director of Campus Security are under his supervision.

Vice Chancellor for Business Affairs

The Vice Chancellor for Business Affairs is responsible to the Chancellor for management of the business and fiscal affairs of the University and for the preparation and the control of the budget. He is in charge of the physical plant, its operation and maintenance and capital addi-

tions, and for the operation of auxiliary enterprises except as otherwise specifically assigned, in which case his supervision is related to financial operations only. He maintains a perpetual inventory of all permanent property of the University except library books.

Under the direct supervision of the Vice Chancellor for Business Affairs are the Office of Accounting Services, the Purchasing Department, the Office of Personnel Services, the Administrative Data Processing Unit, the Telephone Exchange, the Department of Operation and Maintenance, the Campus Mail Service (including the U. S. Post Office Contract Station), and Auxiliary Enterprises.

Director of the Library

The Director of the Library is responsible to the Vice Chancellor for Academic Affairs for the general administration of the library; for the arrangement and care of all books, maps, supplies and equipment under his direction; and for making recommendations for the allocation of funds for the purchase of books and other educational materials. He is advised on policies and procedures by a faculty-student Committee on the Library.

Director of Information Services

Responsible directly to the Chancellor, the Director of Information Services is charged with releasing information concerning the University to the various news media, with promoting public interest in the University, with keeping the University community informed on matters of general interest, and with coordinating activities bearing upon public relations. He is responsible for all University publications, including catalogs and brochures; he edits and distributes a weekly news sheet for the faculty and staff, and he maintains a university calendar.

Director of Athletics

The Director of Athletics is responsible to the Chancellor for the general coordination of the intercollegiate athletic programs. The present sports included are baseball, basketball, golf, and gymnastics. The director is guided and aided by the Athletic Council (q.v.)

The Administrative Council

The Administrative Council of LSUNO consists of the Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Busi-

ness Affairs, the Vice Chancellor for Student Affairs, the deans of the colleges, the Dean of the Graduate School, the Dean of the Junior Division, the Director of the Evening Division, the Director of the Library, the Registrar, the Dean of Men, the Dean of Women, the Director of Auxiliary Enterprises, the Director of the University Center, the Assistant to the Chancellor, the Director of Information Services, the Director of Alumni Affairs, the Director of High School Relations, the Director of Athletics, the Director of the Physical Plant, three members of the faculty of tenure rank elected by the Faculty Council, and such other persons as may be specifically designated by the Chancellor. This is an advisory council, charged with assisting the Chancellor in determining policy and in making administrative decisions. Meetings are held at the call of the Chancellor, or upon the written request of ten members of the Council.

The Faculty Council

The Faculty Council of LSUNO consists of all full-time members of the academic staff participating in the resident instructional program, those who hold ranks corresponding to ranks of members of the faculty, and members of the Administrative Council. This body has full authority for establishing academic policies affecting more than a single college, school, or division, its actions being subject only to the approval of the Board of Supervisors. In addition, it serves as an advisory body on matters of a non-academic nature, making recommendations through appropriate committees to the various administrative officials, or making recommendations directly to the Chancellor. Meetings are called by the Chancellor, or by the petition of twenty-five or more members, in accordance with the Bylaws of the Faculty Council (see Appendix I).

The University Senate

The University Senate is a standing committee of the LSUNO Faculty Council, having authority in all matters affecting more than a single college, school, or division and involving the establishment of curricula, the fixing of standards of instruction, the determination of requirements for degrees, and generally the formulation of the educational policy of the University in such matters, subject only to repeal by the Faculty Council. It is composed of the Chancellor, who serves as Chairman; the Vice Chancellor for Academic Affairs; the Vice Chancellor for Business Affairs; the deans of the colleges and schools and representatives of the faculty and of the student body as stipulated in its bylaws. *Ex-officio* non-voting members are the Vice Chancellor for

Student Affairs, the Dean of the Junior Division, and the Director of the Library. Regular meetings of the Senate are held monthly during the academic year. Special meetings are convened on the call of the chairman, or upon the request of six members (see Appendix II).

Graduate Faculty

The graduate faculty includes (full) members and associate members. The qualifications are:

Members: a) Tenure as Associate Professor or Professor.
b) Highest degree appropriate to the field regardless of whether this degree is offered at LSUNO.
c) Experience in direction of theses.
d) Current and continuing interest in creative research as evidenced by activity and by publication in recognized journals in the field.

Associate Members: Persons failing to meet the qualifications for member as listed above in *one* respect may be appointed as associate members, except that no one may be appointed who fails to meet qualification d) above. Associate members are usually appointed for limited terms.

Council of Academic Deans and Directors

This council advises the Vice Chancellor for Academic Affairs in the administration of the academic affairs of the campus. It is composed of the deans and directors of colleges, or of schools not within colleges, together with other academic officers of equivalent rank responsible to the Vice Chancellor, and it meets at the call of the Vice Chancellor, who serves as its chairman.

Research Council

The Research Council is composed of the Vice Chancellor for Academic Affairs, who serves as its chairman; the Dean of the Graduate School, who serves as its secretary; and four faculty members appointed by the Chancellor for overlapping three-year terms. Its function is to allot small grants to faculty members to facilitate research.

The Graduate Council

The Graduate Council is composed of ten full members of the graduate faculty appointed by the Chancellor from nominations sub-

mitted by the Dean of the Graduate School. It is advisory to the Dean of the Graduate School.

Religious Council

The Religious Council of LSUNO is an official body of the University composed of administrators, faculty members, a student representative, and interested denominational representatives. It was organized to evidence the concern of the University for an intelligent, effective, and lawful approach to the study of religion and to coordinate the activities and efforts of the religious groups represented. Programs of the Council and its member groups are designed to nurture the religious life of the university community, with particular emphasis on meeting the religious needs of the students.

Athletic Council

The Athletic Council makes recommendations to the Chancellor concerning the athletic program which it deems to be in the best interest of the University. It approves all intercollegiate schedules, determines awards and letters and awards these to athletes competing in various sports, cooperates with other institutions in athletic organizations or conferences, recommends the awarding of athletic scholarships, reviews the scholastic work of athletes and may suspend from competition any student whose scholastic work indicates that he cannot do credit to his studies by remaining on an athletic team. The Council consists of five members of the faculty designated by the Chancellor, who are of the rank of associate professor or professor and are not members of the Administrative Council; two members of the alumni elected by the alumni organization; the President of the Student Government Association; the Chancellor; and the Vice Chancellor for Academic Affairs.

The Faculty

The faculty of each college consists of all full-time members of the academic staff having the rank of instructor or higher who are appointed for at least one year, and whose work for the current year, in whole or in part, is in that particular college. Lecturers and others appointed for at least a year to give instruction in a particular college may attend meetings and take part in the deliberations of that faculty, but shall have no vote.

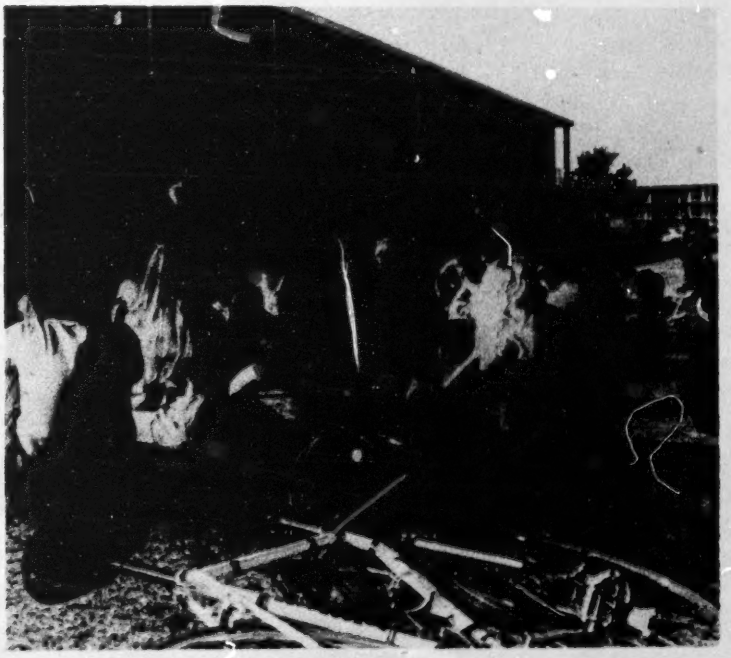
Departmental Governance

The department chairman is the chief administrative officer of the department and should also be the leader of the department faculty. Administrative decisions at the departmental level are *his*, however, he is expected to seek advice from other members of the department. Probably the best source of advice is a well planned committee structure. Certainly those matters that directly concern the curriculum and/or courses should be decided by the faculty rather than by an individual.

Departmental chairmen are urged to call frequent meetings of their faculties, preferably on a regular schedule, so that all members may be kept informed and may participate in the formulation of decisions. (See SP 6)

Accreditation

LSUNO is fully accredited by the Southern Association of Colleges and Schools.



Faculty Personnel Policies

Contracts

All members of the faculty and all administrative officials of LSUNO are appointed by the Board of Supervisors. A faculty member's contract with LSUNO is his completed and approved LSU Form 101. Form 101 is also the official instrument for authorizing a change in status or a change in salary.

Personnel Records

The following forms and credentials must accompany the Form 101 before an appointment can be completed, or may be submitted as indicated:

1. Biographical Data Cards (2) — with photographs.
2. Letters of recommendation — minimum of three (3).
3. Group Insurance Forms
   a. Life — The form must indicate the amount (excluding optional extra coverage, if eligible) and the number of dependents. If the employee is eligible for optional extra coverage owing to his salary bracket, he will be so notified by the Office of Accounting Services and provided a special form to be completed and returned, either enrolling for the additional coverage or waiving the right to such coverage.
   b. Family Life — The form must include the amount for the spouse and children. If the employee does not wish to enroll in this plan, he must so indicate on the form.
   c. Medical — The form must indicate the plan elected by the employee and the number of dependents.
   d. Accidental Death and Dismemberment — The form must indicate the amount for the employee as well as for the wife, if the latter coverage is desired. Coverage for a wife may equal but may not exceed the amount for the employee. If

no coverage is desired under this plan, the waiver section of the form must be completed.

e. Long-Term Disability — The form must be completed whether the faculty member is enrolling in the plan or waiving the right to enroll.

4. Federal and State Income Tax Withholding Form W4/L4

This form must be completed and must include the employee's Social Security number. If the employee has not secured such a number but has already applied, the number must be submitted to the Office of Personnel Services immediately upon receipt thereof. If the employee has not yet applied for a number, he should be given an application form (S/S 5) to complete, and this should immediately be placed in the mail by the departmental secretary. In either instance, the words "Applied For" should be shown on the Form W-4/L4.

5. Designation of Pay Basis

Faculty members appointed on an academic year basis must indicate whether they wish to be paid their annual salary in nine (9) or in twelve (12) monthly installments. Those who designate 12 installments on this form, and who subsequently wish to change to a nine-month basis, must appear at the Office of Personnel Services to make their request. Such a change will automatically preclude reverting to a 12-month basis in the future. Similarly, faculty members who designate the nine-month basis may change to a 12-month basis by appearing at the Office of Personnel Services prior to August 31. If a request is made later for a change back to a nine-month basis, reversion to a 12-month basis at a future date will not be permitted.

6. Check Deposit Request

A faculty member who wishes to have his paycheck forwarded directly to a bank to be credited to his checking account on payday may receive this service by submitting the Check Deposit Request form. This service is available only with banks located in Orleans, St. Bernard, and Jefferson Parishes. If this form does not accompany the Form 101, it may be forwarded at any subsequent date to the Payroll Department, Office of Accounting Services.

7. Loyalty Oath — notarized.

8. Retirement Status Form (in duplicate), if the appointee is *not* eligible for membership in the University Funded Retirement System.
9. Enrollment form — Louisiana State University Funded Retirement System (if not ineligible).
10. Copy of memorandum approved by the Chancellor authorizing permission to offer the position.
    (The employee is not concerned with this document.)
11. Copy of Form 107 — Authorization to Fill Vacancy.
    (The employee is not concerned with this document.)
12. Letter to employee offering him the position.
13. Letter from employee accepting the position.

Tenure

Professors and Associate Professors may be appointed for one, two, or three year terms up to a total of four years service with the University. They may be granted indeterminate tenure on any reappointment. On reappointment after four years with the University indeterminate tenure must be granted. Persons appointed to or promoted to the rank of professor or associate professor while being paid from a grant or contract may be given limited tenure, not exceeding the duration of the grant or contract.

Assistant professors may be appointed or reappointed for one, two, or three year terms. They obtain indeterminate tenure upon promotion if they have completed four or more years with LSUNO. Instructors and Associates are on annual appointment.

When possible, at least three month's notice is given of intention to not renew a limited term appointment, but failure of the University to give such notice does not constitute reappointment. Instructors or Associates will not normally be reappointed beyond four years.

Initial appointments for senior librarians are one-year appointments subject to annual renewal. Upon reappointment at the end of three years of satisfactory service, senior librarians are granted tenure of indeterminate duration.

Initial appointments for assistant librarians are term appointments for a period not to exceed three years. Upon reappointment at the end

of three years of satisfactory service, assistant librarians are granted tenure of indeterminate duration.

Members of the part-time academic staff are given term appointments only, for terms not exceeding one academic or fiscal year.

Administrative officers, deans, and heads and chairmen of divisions and departments, as such, but not in their capacity as members of the academic staff, hold office at the pleasure of the Board of Supervisors.

Tenure may be terminated by: (1) retirement, (2) acceptance of resignation, or (3) discharge for cause. Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the campus or University System, deliberate infraction of law or commonly accepted standards of morality, failure to cooperate, neglect of duty, inefficiency, or incompetence. The foregoing enumeration of causes shall not be deemed exclusive.

Before the termination of contract for cause, discharge, or demotion in academic rank of any member of the academic staff, a faculty member is entitled to have the charges against him stated in writing and at the option of the member concerned to have a fair hearing before a special committee of the faculty appointed by the Chancellor. In case the member of the academic staff does not elect to have a hearing, the Chancellor may provide for a hearing before a special committee of the faculty before taking action. As in the case of appointments and promotions, the Board of Supervisors has final authority in demotions and dismissals.

The Chancellor, with the approval of the President, may suspend any faculty member pending investigation of charges.

Leaves, Vacations, and Holidays

Annual Leave

Faculty members on a fiscal-year appointment have the option of accumulating annual leave in accordance with Civil Service regulations, or at the rate of two and one-half calendar days per month, to a maximum of 30 calendar days. The accumulation under Civil Service regulations is based on years of service and has no maximum, thus permitting one to carry leave not used over into the next year. This option may be exercised only once.

Faculty members employed on an academic-year basis do not earn annual leave.

Sick Leave

Faculty members earn sick leave at the rate of one *work* day per month during the first three years of service; one and one-fourth *work* days per month from the beginning of the fourth through the ninth year of service; and thereafter at the rate of one and one-half *work* days per month of service. When a faculty member is unable to perform his duties because of sickness or disability for a period of six months, he shall request retirement for disability or offer evidence that he will be able to return to active duty. Sick leave for employees with a combination of full and part-time service will be computed by appropriately weighing the relative years of full-time service. For the academic-year employee, the academic year is deemed to be a year of service, in determining the *rate* of accrual only. All years of service with pay, even though interrupted by leaves of absence with or without pay, will be counted in determining the *rate* of accrual of sick leave.

Sabbatical Leave

Members of the instructional and research staff on full-time regular academic appointment at the rank of instructor or equivalent or above, who have completed six years of service without having received leave with pay, may petition for sabbatical leave for study, research, or other pursuit, the object of which is to enable them to increase their professional efficiency and usefulness to the University. Adequate justification setting forth the plans for each sabbatical leave shall be stated in each petition, and report of the accomplishments under each leave granted shall be made promptly upon return from sabbatical leave. Persons employed on a twelve-month basis may be granted twelve month's leave with one-half pay or six month's leave with full pay. Persons employed on a nine-month basis may be granted nine months' leave with one-half pay or four and one-half months' leave with full pay. The Chancellor shall, after receiving requests from the appropriate academic dean or other administrative head, make recommendations for sabbatical leave through the President to the Board of Supervisors. A member of the academic staff who is granted sabbatical leave shall be required to return to his university duties for at least a year before accepting employment elsewhere. Sabbatical leave shall not be granted to a person who has attained the age of 65.

Leaves To Obtain Advanced Degrees

Full-time members of the instructional and research staff on full-time regular academic appointment who have completed two consecu-

tive years of service at the rank of instructor or equivalent or above may petition for a leave of absence with part pay for not more than one year for study leading to an advanced degree. Such petition shall set forth the course of study to be pursued, the institution to be attended, an account of the petitioner's prospect for securing an advanced degree, and such other information as may be required. Leaves to obtain advanced degrees will be granted by the Board of Supervisors upon recommendation through the President from the Chancellor. The petition shall be granted only after the Chancellor and the appropriate academic dean or administrative officer have determined that the interests of the University will be best served by granting such leave. The petitioner is required to return to his university duties for at least two years before accepting employment elsewhere.

The amount of pay to be allowed under such a grant shall be determined in each individual case, but in no event shall it exceed one-fourth of the regular salary which would accrue to the petitioner during the period of his leave. The period of service completed prior to the granting of leave under this section shall not be counted in considering eligibility for sabbatical leave.

Leave Without Pay

Leaves of absence without pay may be granted for good cause. Leaves of absence for one academic or fiscal year (whichever is applicable) or more must be approved by the Board of Supervisors. During leaves of absence without pay no allowances for sick leave or vacation shall accumulate. Leave without pay does not affect tenure.

Civil Leave

Any faculty member may be given time off without loss of pay or annual leave when performing jury duty; when subpoenaed to appear before a court, public body, or commission; when performing emergency civil duties in connection with national defense or other civil emergencies; or when engaged in voting.

Military and Defense Leave

Upon request, military leave of absence without pay will be granted to any faculty member who is called to active duty either through Selective Service or through reserve status in any of the Armed Forces of the United States. In addition, employees who volunteer for active duty with the Armed Forces may be granted military leave without pay in appro-

priate cases. Such leaves are granted for an indefinite period. The person on such leave retains his tenure and his rights of promotion. The time spent on active military duty is included in computing years of service for purposes of retirement.

At the discretion of the President of the University System, and upon the recommendation of the department head, the dean, and the Chancellor of LSUNO, defense leaves of absence without pay may be granted to a faculty member to enable him to accept a defense position in the government service, essential defense industry, another university, or a research agency. Such leave is granted on a temporary basis, ordinarily for a period not to exceed one year. As in the case of military leave, tenure and promotion rights, as well as retirement rights, are unaffected.

Any employee of the University who is ordered to duty with troops or at field exercises or for instruction with any branch of the Armed Forces (including the National Guard) for periods not to exceed 15 days in any one calendar year is entitled to leave of absence from his respective duties, without loss of pay, time, annual leave, or efficiency rating, and when relieved from duty shall be restored to the position held by him when ordered to duty. Any portion of a military leave in excess of 15 days during a fiscal year shall be leave without pay, unless chargeable against accrued vacation with pay.

Holidays

Holidays for faculty members employed on an academic year basis are the same as for students, and are listed in the academic calendar. The holidays for fiscal year employees are announced each year by Permanent Memorandum Number 5.

Summer Terms

Summer teaching assignments are normally, but not invariably, available to interested faculty members. University policy is that a teacher may teach two out of three summers, but the limitation is applied only when more department members apply than can be accommodated. Once placed on the summer budget, teachers should regard themselves as having made a commitment to the University, and release should not be requested except for emergency reasons.

Outside Employment

A faculty member must have the approval of the University before accepting outside employment. The University recognizes the rights of employees to serve as expert witnesses and consultants and to engage in other outside employment consistent with their university connections. Such employment should give promise of contributing to the competence or professional stature of the faculty member concerned.

A member of the faculty should not engage in outside activities, paid or unpaid, which would impair the instructional, scholarly, and other services he must render in his university employment or which would reflect adversely upon the University.

A full-time member of the faculty or staff who is presently engaged or who plans to engage in gainful activities of an extensive, recurring or continuing nature outside of his broad institutional responsibilities during any period of full-time employment by the University should report in writing the nature and extent of such activities for the recommendation of the chairman of his department and for the approval of the appropriate deans or administrative officers.

Outside employment is governed by LSU Permanent Memorandum No. 11, issued by the President.

Committees

Since faculty participation is of great importance in the conduct of the affairs of the University, faculty members are expected to discharge the responsibility of serving on the Faculty Council and any other official committees when properly appointed.

Faculty Meetings

Faculty members are expected to attend the meetings of the Faculty Council and any other officially designated faculty meetings.

Commencement

Faculty participation is an essential part of the commencement exercises. In order to reduce the burden upon individuals, attendance is required at only one commencement each year. Department chairmen make assignments and normally can make adjustments to accommodate those who have particular need to attend one rather than another of the exercises.

Fiscal Policies

Pay

All faculty members are paid monthly. Those appointed on an academic-year basis who have elected to be paid in nine installments will receive nine checks. The first payday shall be one month from the date of fall orientation, and the last upon the completion of the academic year. Academic appointees who have chosen the 12-month pay basis will receive 12 checks beginning one month from the date of fall orientation. Each faculty member receives his check at the office of the dean of his college, unless he has requested the check deposit service.

Salaries

The University does not operate on a fixed salary scale. Salaries are reviewed annually and adjustments recommended within the framework of available funds.

Salary Increases

Increases in salary may result from promotion in rank, from general raises throughout the University, or from recognition of individual merit.

Promotions

Recommendations for promotions normally originate with the department concerned, but this does not limit the right of a dean or other proper officer of the University to suggest a promotion to a department head. Recommendations are reviewed through normal administrative channels and must be approved by the Board of Supervisors.

Recommendations for promotion are based upon achievement and competence in teaching, research, and other related professional endeavors. Careful consideration is given to the distribution of personnel by rank within the department concerned.

Normally, promotion to the rank of associate professor is not made until the faculty member has completed three years of successful service as an assistant professor. Promotion to the rank of professor is not nor-

rnally made until a person has completed five years of successful service as an associate professor. Promotions are not granted, however, on the basis of time in service.

A faculty member with the rank of professor who has attained national or international distinction for outstanding teaching, research, or other creative achievement may be designated a "Boyd Professor". The Boyd Professorship is regarded as the highest professorial rank awarded by the University.

Merit Increase

Merit increases are recommended by the deans after consultation with their department chairmen. They are allocated in recognition of distinguished attainment and service. Seniority is considered, but it is never of itself a factor in the absence of other claims. The attempt is made to evaluate each individual in terms of his own ability and scholarly contribution, or in terms of his creative and artistic contributions, rather than in terms of the renown of his degree-granting institution. Scholarly publications as well as participation in scholarly meetings and association activities are certainly major factors in salary determinations, as are the evaluations by the dean and chairman of a faculty member's teaching performance, his contribution to committee work, and other services to the department, college, and university.

Payroll Deductions

Certain payroll deductions are made automatically by the Director of Accounting Services and certain others may be made at the request of the faculty member. These are listed and explained below.

1. Income Tax

   Both federal and state income tax installments are automatically deducted from the paycheck.

2. Social Security

   Faculty members appointed for a continuing period of 180 days or longer, who are not members of the Louisiana State Employees Retirement System or the Teachers' Retirement System of Louisiana, are automatically participants in Federal Social Security, and the employee's contribution is automatically deducted.

3. Retirement

Deductions are made from the salaries of employees who are members of the Louisiana State University Funded Retirement System, the Teacher's Retirement System of Louisiana, or the Louisiana State Employees Retirement System.

4. Group Life Insurance

Automatic deductions are made for the employee's contribution to premiums under the University's group life insurance plan.

5. Group Medical Insurance

Automatic deductions are made for the employee's contribution to premiums under the University's group medical insurance plan.

6. Long-Term Disability Insurance

Deductions are made to cover the premiums of those who elect to participate in the University's group disability insurance plan.

7. Accidental Death and Dismemberment Insurance

Deductions are made to cover the premiums of those who elect to participate in this group plan.

8. Tax-Sheltered Annuity

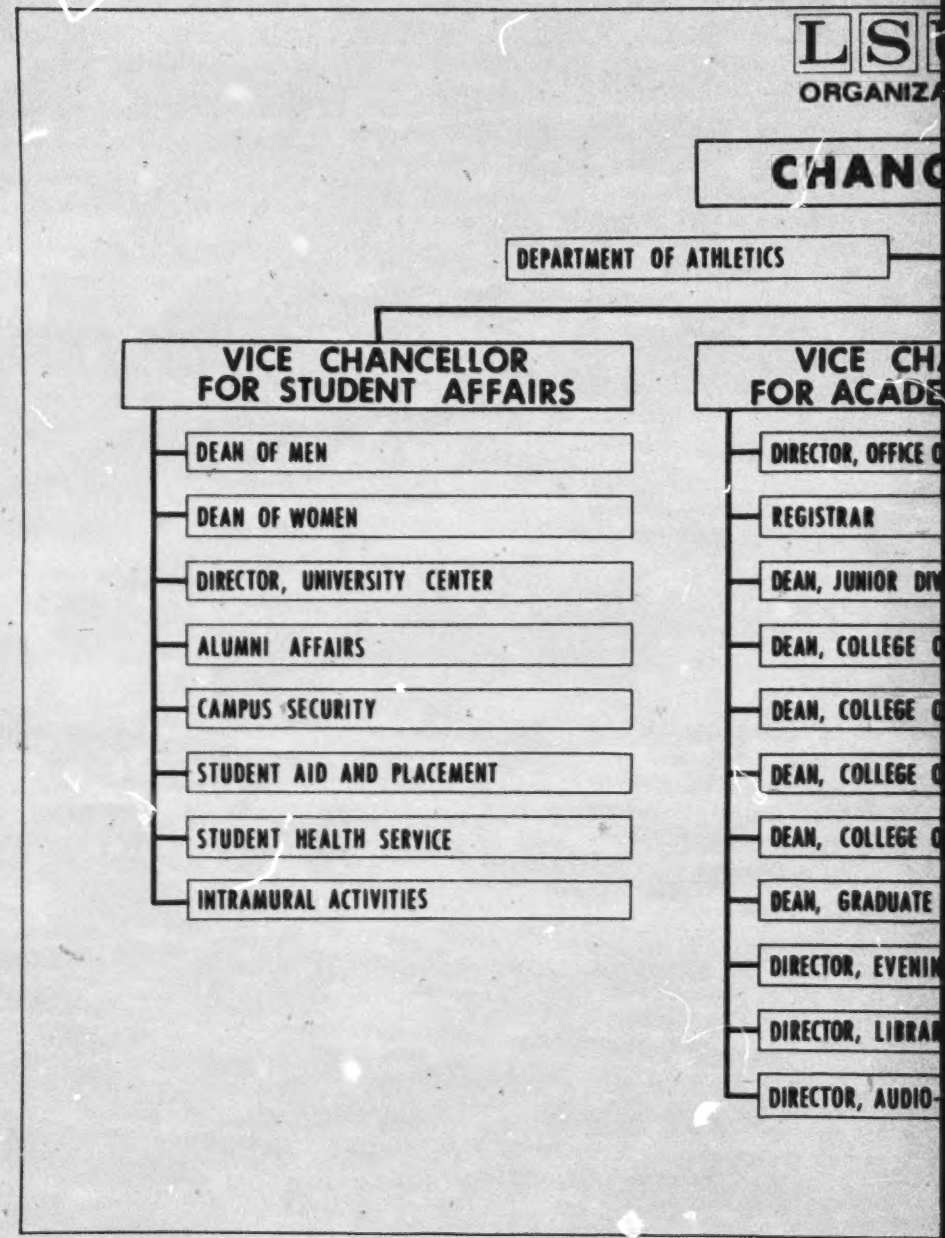
Deductions are made from the checks of participants in the optional tax-sheltered annuity plan.

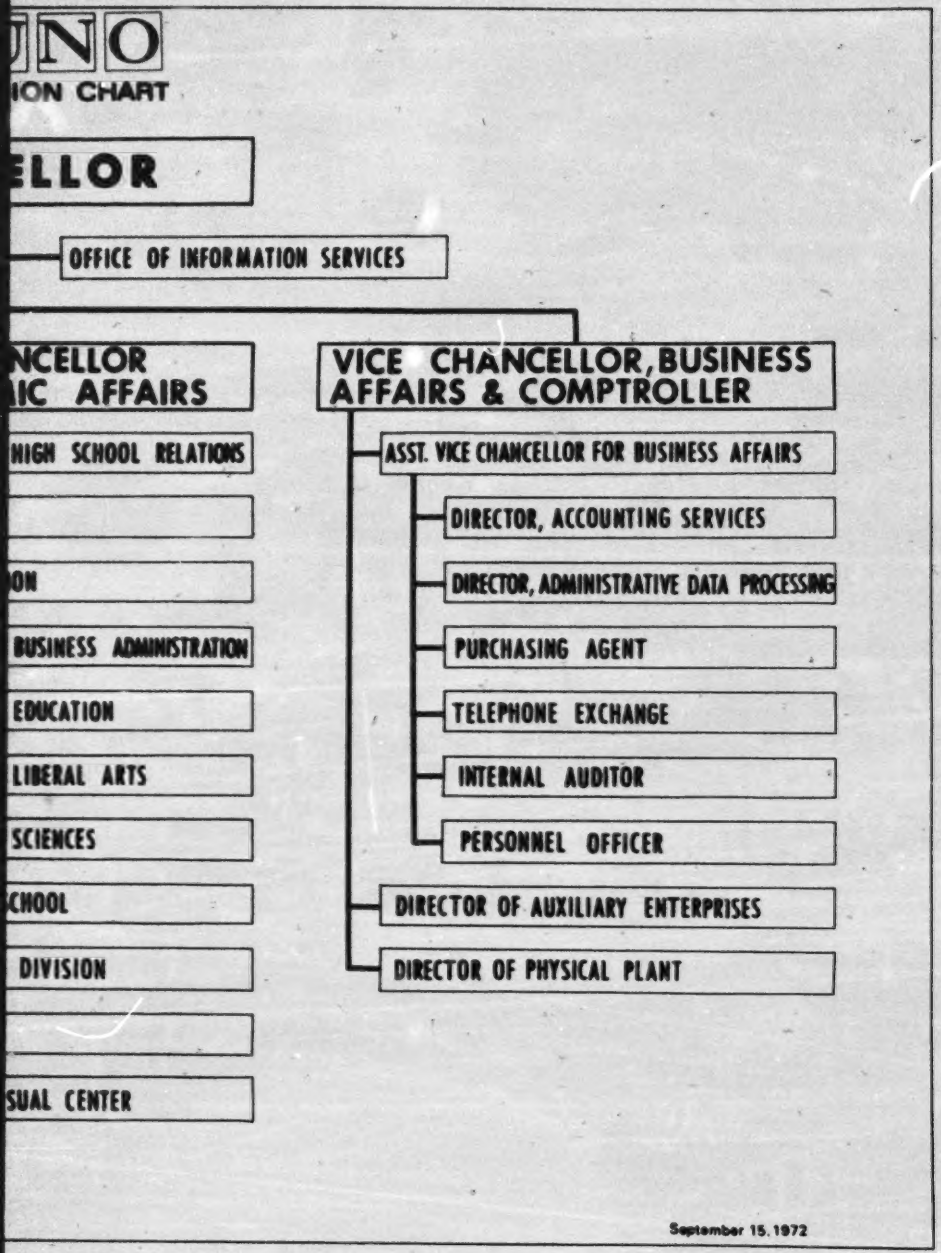
9. U. S. Savings Bonds

Individual faculty members may purchase U. S. Savings Bonds through a payroll savings plan by filing the necessary form with the Payroll Department in the Office of Accounting Services.

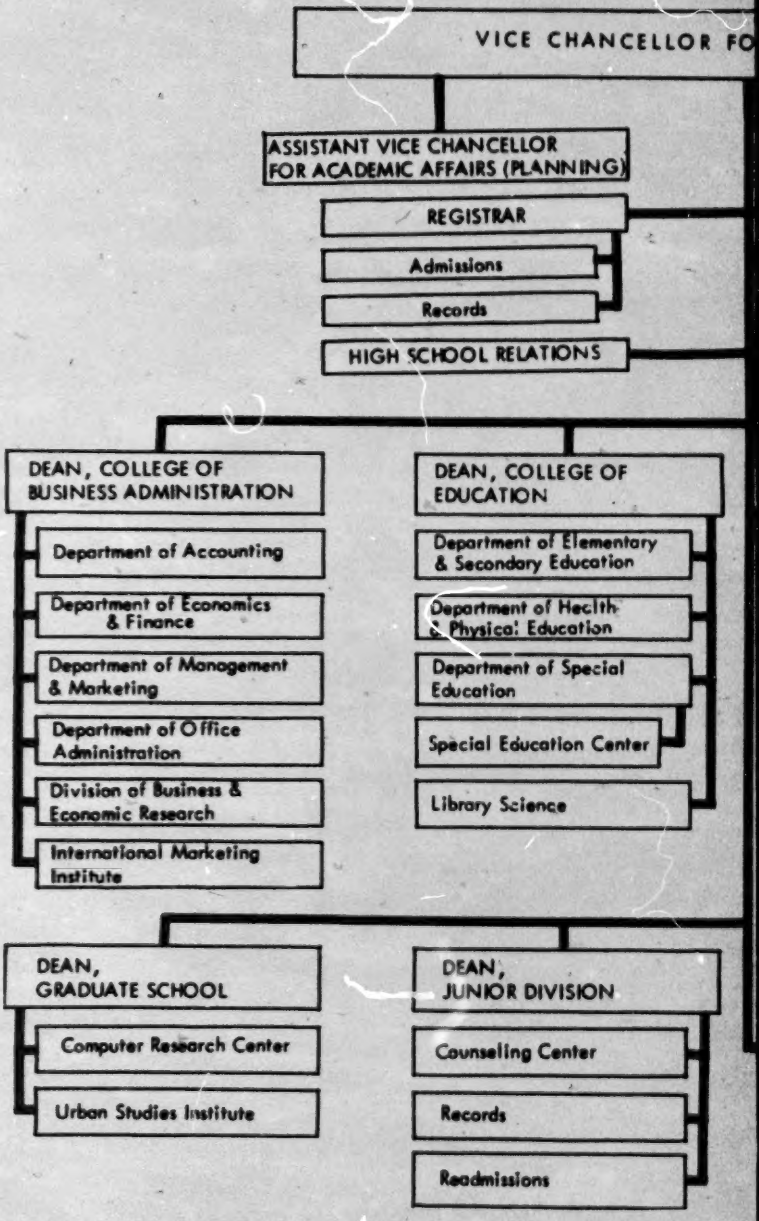
10. Campus Federal Credit Union

Monthly loan repayments or savings deductions will be made on the basis of forms received in the Payroll Department from the LSUNO Federal Credit Union, bearing the signature of the employee and the approval of the Credit Union. It should be noted that the deductions *are not* automatically stopped when the final payment of a loan has been deducted. A form authorizing the termination of deductions must be received from the Credit Union.

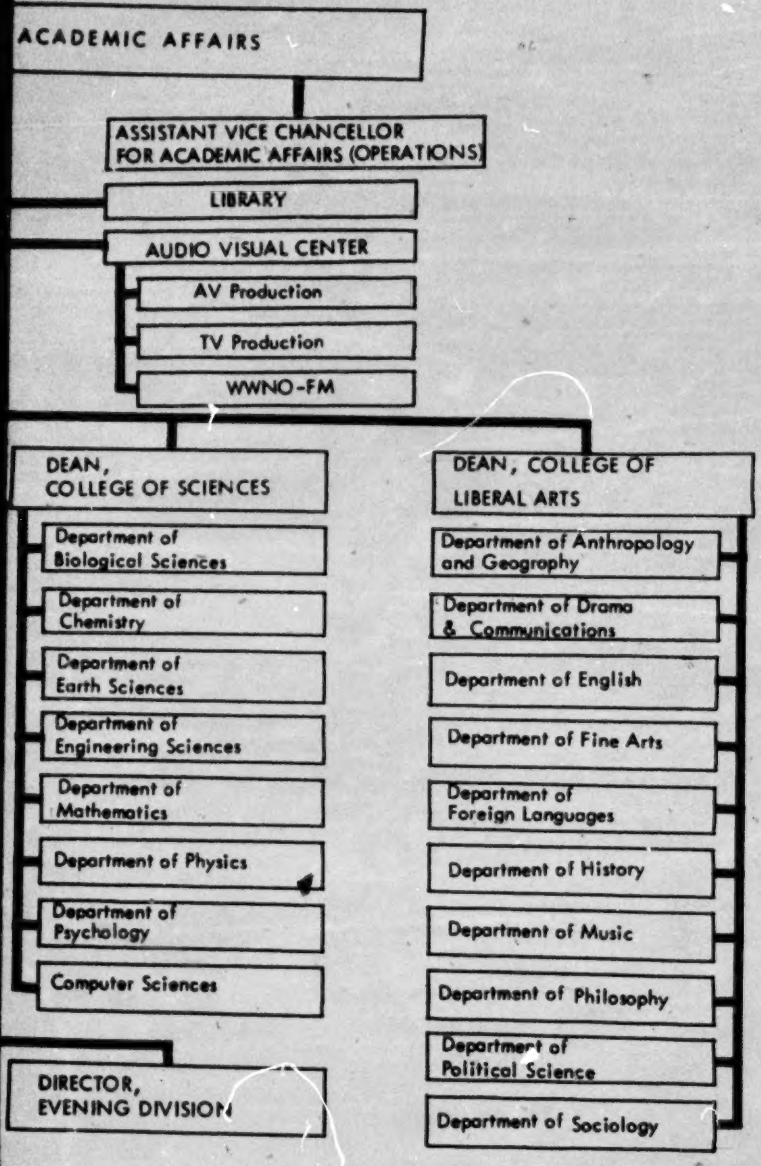

LS
ORGANIZA
CHANC
DEPARTMENT OF ATHLETICS
VICE CHANCELLOR FOR STUDENT AFFAIRS
DEAN OF MEN
DEAN OF WOMEN
DIRECTOR, UNIVERSITY CENTER
ALUMNI AFFAIRS
CAMPUS SECURITY
STUDENT AID AND PLACEMENT
STUDENT HEALTH SERVICE
INTRAMURAL ACTIVITIES
VICE CH
FOR ACADE
DIRECTOR, OFFICE O
REGISTRAR
DEAN, JUNIOR DIV
DEAN, COLLEGE O
DEAN, COLLEGE O
DEAN, COLLEGE O
DEAN, COLLEGE O
DEAN, GRADUATE
DIRECTOR, EVENIN
DIRECTOR, LIBRA
DIRECTOR, AUDIO-


NO
ION CHART
ELLOR
OFFICE OF INFORMATION SERVICES
NCELLOR
IC AFFAIRS
HIGH SCHOOL RELATIONS
ON
BUSINESS ADMINISTRATION
EDUCATION
LIBERAL ARTS
SCIENCES
CHOOL
DIVISION
SUAL CENTER
VICE CHANCELLOR, BUSINESS AFFAIRS & COMPTROLLER
ASST. VICE CHANCELLOR FOR BUSINESS AFFAIRS
DIRECTOR, ACCOUNTING SERVICES
DIRECTOR, ADMINISTRATIVE DATA PROCESSING
PURCHASING AGENT
TELEPHONE EXCHANGE
INTERNAL AUDITOR
PERSONNEL OFFICER
DIRECTOR OF AUXILIARY ENTERPRISES
DIRECTOR OF PHYSICAL PLANT
September 15, 1972

L S U N O DIVISION O



ACADEMIC AFFAIRS



Travel Allowances

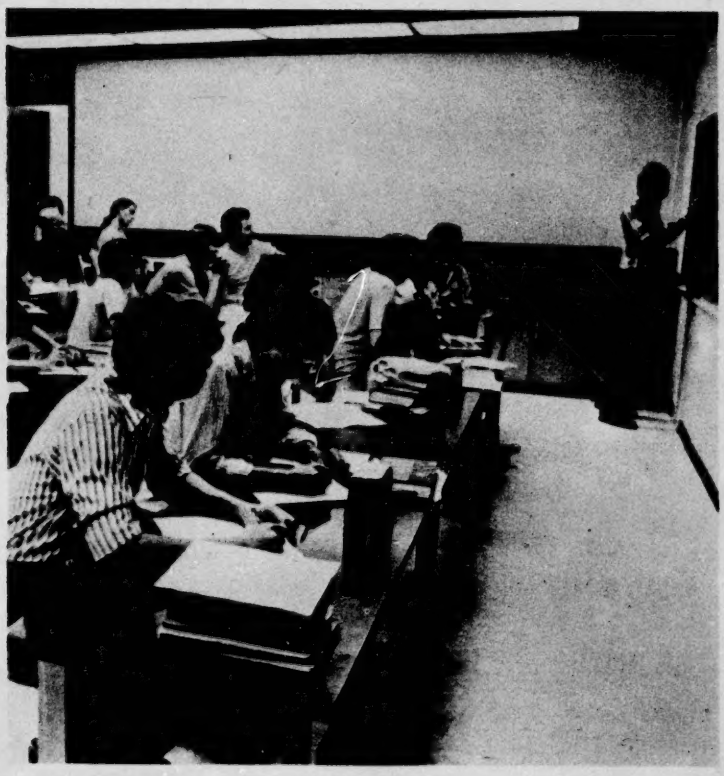
All travel at university expense is subject to the same regulations, and university expense is interpreted to include all funds, including gifts and grants, which are administered by the University. In general, the University may provide travel funds for faculty members for the following purposes:

1. Authorized travel in connection with the academic or business affairs of the University.
2. Authorized travel to attend meetings of learned or professional societies to present papers, to represent the University, or as major officers or members of important committees.
3. Authorized travel of those designated by the Chancellor as delegates to conventions or association meetings.
4. Authorized attendance by members of the teaching and research staff at meetings of associations and societies in their special fields to be reimbursed not in excess of fifty per cent of allowable expenses.

Travel at university expense by any member of the faculty or staff shall be authorized only when the purpose of the travel will benefit the University and the particular department concerned. All travel must be approved by the head of the budgetary unit concerned and must be under the direct control of the dean or other administrative officer. Payment of travel expenses is subject to the availability of funds in the departmental budget concerned.

Arrangements for transportation should always serve the best interests of the University, which ordinarily means that the lowest practicable travel expense will be authorized when all factors of cost have been considered. The use of tourist-class jet air travel is required when available. Transportation by university-owned conveyance, whenever possible and practicable, is to be preferred. Authorized travel in privately-owned vehicles is reimbursable, as are the costs of meals, lodging, and certain incidentals. The entertainment of guests at university expense will not be authorized.

Advances of funds to cover university reimbursed travel costs may be obtained by properly completing travel advance forms, which may be secured from the Office of Accounting Services. Advances should not be requested in excess of estimated reimbursable costs. Review and



approval by the head of the budgetary unit concerned is necessary. If travel costs are less than the travel advance, return of unused funds must be made promptly upon return from the trip.

Detailed information pertaining to travel is contained in LSU Permanent Memorandum No. 13, issued by the President, and any addenda related thereto.

Research Council Grants

The Graduate Research Council, from university funds, offers a number of small research grants each year, usually for work in the summer. Applications for these grants should be directed through usual LSUNO channels to the Dean of the Graduate School, who serves as secretary of the Research Council.

Instructional Policies

Academic Freedom

The University is committed to the principle of academic freedom. This principle acknowledges the right of a teacher to explore fully within the field of his assignment and to give in the classroom and elsewhere such exposition of his subject as he believes to represent the truth. This principle also includes the right of a member of the faculty of the University to exercise in speaking, writing, and action outside the University the ordinary rights of an American citizen, but it does not decrease the responsibility which the faculty member bears to the University, to the State, and to the Nation.

Among the many implicit responsibilities which must be assumed by those enjoying the privileges of academic freedom shall be that of refraining from insisting upon the adoption by students or others of any particular point of view as authoritative in controversial issues.

Among these responsibilities which the University expects its faculty to assume and carry out are: a sincere, straight forward, and helpful attitude toward students; an interest in the operation of the department and the University; and an on-going activity in the matters of scholarly development and creative work. These are discussed more fully in the following paragraphs.

Conduct of Class

Classes are to be held as scheduled. The faculty member does not have authority to change the time or place of meeting, nor to arbitrarily dismiss a class. It is expected that the faculty member will present the subject matter as described in the catalogue description of the course. He should announce to the class at its first meeting his general plan for presenting the material, for conducting the course, his grading system, his manner of treating absentees, etc.

The faculty member is responsible for maintaining discipline in his class. It is anticipated that he will conduct himself in a dignified but friendly manner while maintaining reasonable reserve.

If the faculty member must be absent from his class due to illness or other emergencies he should call his department chairman so that the chairman can make arrangements for someone else to meet the class.

University Committee for the Protection of Humans and Animals

This committee was established to protect any individual who may be at risk as a consequence of participation as a subject in research, development, demonstration, or other activities of the University, and to insure that animals used in research and instruction are humanely treated. "At risk" is defined as the exposure of an individual to the possibility of harm — physical, psychological, sociological, or other — as a consequence of participation in activities which go beyond the application of those established and accepted methods necessary to meet the needs of the subject. Normal student-professor, patient-physician, professional-client and employer-employee relationships are excluded from this definition. It is imperative that faculty members concerned with projects which involve risks to the welfare of humans or animals become familiar with University policy regarding the rights and welfare of humans and animals, and submit a description of each project for review by this committee.

Teaching Load

The basic teaching load is 12 hours. Full and associate professors are reduced to nine hours to accommodate the research and administrative responsibilities those ranks are expected routinely to carry. Chairmanships and certain other extensive administrative assignments are the basis for further reductions. Other reductions are permitted only by budgetary assignments (such as funded organized research) or prior authorization by the Office of Academic Affairs. However, this does not mean that the faculty member has discharged all his duties by putting in these hours in class. He is also responsible for participating in committee work, and for making a contribution to the department in general by being present and entering into informal discussions. In this way he becomes more familiar with the problems of the department and more involved in working out their solutions. It is hoped, and intended, that the operation of the department, and in fact of the entire university, should be a cooperative effort of the various faculty members and the department chairman on up the chain to the Vice Chancellor for Academic Affairs and the Chancellor.

Office Hours

Being available for consultation with students is an important part of a teacher's responsibilities. It is therefore expected that each faculty member will maintain a reasonable number of scheduled hours during the week when he will be in his office and available to students. The hours should be chosen to encourage students to take advantage of the opportunity, and faculty members should also stress their willingness to make special appointments for students who are unable to come at the posted hours.

Testing

Faculty members should give enough graded work, and start it early enough in the semester, so that a student has a basis for judging his performance in class in time to drop the course without penalty, if this choice is indicated. The faculty member needs, too, to be able to give a meaningful grade at anytime after the end of the first six weeks if the student should drop the course at that time.

After a grade has been turned in to the Office of the Registrar by an instructor, it can be changed only upon certification of error by the instructor. The instructor may not reconsider his evaluation of the student's performance. The error must be explained in detail, and the certification thereof must be approved by the dean of the college in which the course was taken and by the Vice Chancellor for Academic Affairs.

Registration

While the Registrar is officially responsible for coordinating the various activities pertaining to registration, the dean of each college, assisted by designated faculty members, is responsible for the admission and the scheduling of students enrolled in that college's degree programs. Most students in the Junior Division will be advised by counselors of the Junior Division, although the senior college deans do regularly request that certain faculty members advise Junior Division students who intend to major in those departments in the college.

A faculty member may be designated by his department chairman to advise the department's majors. As such an advisor he is responsible for seeing that the students schedule the proper classes to fulfill general and specific degree requirements, and that they schedule the number,

type, and level of classes commensurate with their ability and status. Specific instruction sheets are provided the faculty advisor at registration time.

Faculty members may also be designated to issue class cards. In this function they are responsible for insuring that the various sections of a multi-section course are maintained at approximately equal numbers and that a student's classes are reasonably distributed throughout the week. Individuals issuing class cards are not authorized to change the courses which the advisor has listed.

Class Hours

The official class hour consists of an in-session time of 50 minutes (for classes meeting three times a week) or 75 minutes (for classes meeting twice a week). Fifty minute classes begin at 10 minutes after the hour and close at the end of the hour. Seventy-five minute classes are scheduled in one-and-one-half-hour periods. The class actually starts 10 minutes after the beginning of the period and ends with the close of the period.

Grading System

The University uses the letter system of grades, with "A" representing excellent work, "B" good work, "C" average performance, "D" barely passable, and "F" indicating failure.

Additionally an "I" grade is given when a student, because of circumstances beyond his control, has not completed all of the required work (including the final examination). An "I" grade may be given ONLY on specific authorization from the student's dean.

A "W" grade is used to indicate that the student withdrew from the course prior to the completion of the first six weeks of classes. If the student withdraws from the course or resigns from the University after the first six weeks of the semester he, or she, must be given a grade of WA, WB, WC, WD, or WF as appropriate to his, or her, standing in the course.

A grade of "S" (satisfactory) or "U" (unsatisfactory) may be given as an *interim* grade in certain seminar courses and in thesis courses. A grade change must subsequently be submitted to change the interim grade to a regular permanent grade.

Courses in which the grade "W" is obtained are treated as not having been attempted, while "WF" grades are treated as "Fs" in calculating a student's grade-point average. The grades WA, WB, etc. are used by the dean to determine a student's eligibility for re-admission. They have no effect on the student's grade-point average.

A grade of "I" becomes an "F" if it is not changed (by the faculty member issuing the "I") within the established time limit.

Student Discipline

LSUNO expects honorable behavior on the part of the student in all phases of university life. At all times it is expected that a student's conduct will be in harmony with socially accepted standards of behavior and will reflect credit upon himself, his fellow students, and the University.

Standards of Behavior

In keeping with the above expectation of honor, the University does not permit:

1. Possession or use of intoxicating liquor, including wine and beer, on the campus except under conditions set forth in the Guidelines for the Consumption of Alcoholic Beverages.
2. Drunkeness or disorderly conduct on any occasion.
3. Gambling.
4. Dishonesty in any form (including cheating).
5. Illegal use, sale, or furnishing of drugs on campus.
6. Hazing of any nature.
7. Possession of firearms or other weapons, ammunition, explosives, or fireworks on the campus.
8. Participation in student riots.
9. Failure to comply with the official and proper regulation or order of a duly designated authority, agency, or agent.
10. Distribution or posting of literature in unauthorized places on campus.
11. Disregard for the physical well-being, rights, and property of others.
12. Forgery, alteration, or misuse of university documents, records, or identification cards.

Disciplinary Actions

A student who violates or attempts to violate any of the above stipulations, who brings discredit upon other students, whose behavior provokes suspicion of misconduct, or whose behavior is contrary to the best interests of other students or the University, jeopardizes his position at the University and may be summoned to appear before the Faculty-Student Committee on Discipline. If found guilty, the student will be subject to disciplinary action. Disciplinary action in such cases usually involves suspension or expulsion from the University. Suspension terminates the student's enrollment in the University indefinitely or for a given period of time as stated in the terms of the suspension. Expulsion involves permanent separation from the University.

Disciplinary Procedures

A student charged with the violation of the rules listed under Standards of Behavior has the right:

1. To be notified by the Vice Chancellor for Student Affairs in writing of the charges against him.
2. To have his case heard by the Faculty-Student Committee on Discipline.
3. To have his case heard quickly, normally between 7 and 15 days after notification. The hearing may be held earlier or later if agreeable to both the student and the Vice Chancellor for Student Affairs or the Committee on Discipline.
4. To appear alone or with any person to advise and to assist him before the committee; and to refuse to testify if his answer may tend to establish against him a violation of the rules of Standards of Behavior.
5. To be present during all phases of the hearing except during the committee's deliberations; to be confronted with all evidence introduced against him; to have a reasonable number of witnesses to testify in his behalf; to present evidence in his own behalf; and to have reasonable cross-examination of the witnesses appearing against him.
6. To have a private hearing.

The Committee on Discipline consists of four faculty members and three students. The faculty members are named by the Chancellor for three year staggered terms. Student members are named by the Chan-

cellor upon the recommendation of the Student Congress and the President of the Student Government Association. Students serve one year terms. Members of the Faculty-Student Committee on Discipline may be reappointed.

The Committee on Discipline is chaired by a faculty member whose responsibility it is to call meetings, distribute materials bearing on cases, and to forward recommendations of the committee to the Office of Student Affairs and the Chancellor.

Hearings are closed, except that the accused may bring up to five non-participating observers to his meeting.

Hearings are conducted in an atmosphere of decorum at all times. The disciplinary process is a normal function of the University, and those who disrupt or interfere with the process are subject to disciplinary sanctions.

Program Changes

Regulations pertaining to adding subjects for credit, dropping subjects, changing sections, and withdrawing from the University are found under University Regulations in the LSUNO General Catalog.

Attendance

Students are expected to attend all classes regularly and punctually. A student who is not present to answer roll call in a class is marked absent. Responsibility for changing an absence mark to one of tardy rests upon the student, who must request such a change by the instructor at the end of the class period. In all such cases the instructor is the judge of the acceptability of the request.

Faculty members are urged to take attendance, especially in lower level courses and at the beginning of a semester. Frequently registration errors cause a student to attend the wrong section, or class, and sometimes taking attendance is the only means of bringing this to light. Detailed regulations for Junior Division students and senior college students are found in the LSUNO General Catalog.

Examinations

The University requires that a grade be given each student in each course at the close of the mid-semester period and at the close of the semester. To this end it is also required that examinations be given, and it is presumed that enough additional written work (tests, home-

work, and/or reports) will be required to permit a reasonably valid assessment of the student's performance in the course. This (written) work is also desirable so that the student may have a basis for his own estimation of his standing in the course. In order that these assignments may have real merit for the latter purpose especially it is expected that all written work will be graded and returned to the student promptly. If the faculty member, or the particular department, prefers to retain the written work, this is permitted. However, the student must be made aware of his grade and must be given an opportunity to examine the graded work.

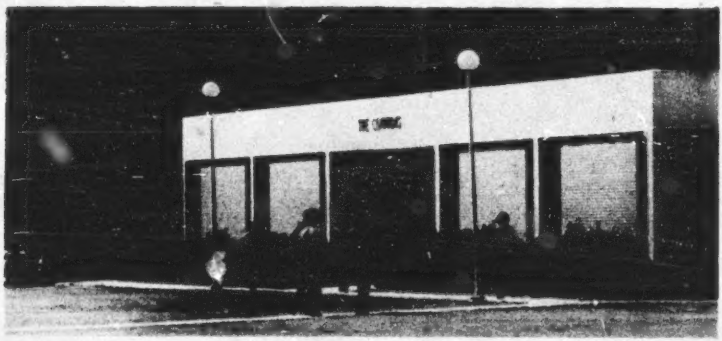
Although it certainly expects honorable conduct of its students, Louisiana State University in New Orleans does not operate on the "honor system". Therefore, it is expected that all tests and examinations will be effectively proctored by the instructor in charge, or an assigned, qualified substitute.

Final examinations are given in accordance with a schedule issued by the Office of Academic Affairs. Variations from this schedule are allowed only by specific permission from the Vice Chancellor for Academic Affairs. Instructors may not waive final examinations.

A student absent from any scheduled examination because of illness or other valid reason may take a special examination upon the approval of his dean.

Credit Examinations

Regulations pertaining to credit examinations are to be found in the LSUNO General Catalog under the heading "Advanced Standing Examinations".



Library

Hours

The Earl K. Long Library is closed on New Year's Day, Mardi Gras, Easter Sunday, July 4, Labor Day, Thanksgiving, Christmas and the Sunday between Christmas and New Year's Day. The library is open all other days and most week nights. The schedule varies with the season; specific details are posted at the library and published in the Library Manual.

Classification

The classification system in use is that of the Library of Congress and all books and periodicals are classified under that system and shelved according to call number. Microforms are not all thus classified, but the card catalog indicates that they are housed in the microfilm room where a separate file shows precise locations of a given item.

State and federal government documents, for which the library is a depository, are generally not represented in the card catalog. Federal materials are located through the Superintendent of Documents classification system. State documents receive similar treatment. Consult the Documents Librarian.

Besides the general card catalog on the first floor, there are separate science and social science catalogs upstairs. Each of these is a divided catalog, the first part containing author and title cards, the second part containing subject entries.

Both the card catalog and the printed serials list afford call letters to assist in the location of periodicals and other serial publications. The serials record or its printed version must be consulted to determine precise holdings.

Loan Policy

Students may borrow books and circulating serials for up to three weeks. Faculty members and graduate students having faculty privileges are allowed to borrow these materials for an indefinite period, subject

to year-end recall and renewal as needed. Non-circulating books and periodicals may not be withdrawn by students but may be checked out by faculty members for a period of no more than three days.

Books may be placed on closed reserve for hourly use or on limited circulation for varying periods. Faculty members should discuss their particular needs with the Reserves Librarian well in advance of the start of their courses.

Customary interlibrary loan privileges are available to faculty members and graduate students in accordance with the terms of the American Library Association Interlibrary Loan Code.

The Earl K. Long Library is one of the partners in the Greater New Orleans Microform Cooperative whose extensive holdings are housed in special facilities set aside in some of the member libraries. These materials can be borrowed *en bloc* for an entire semester for use in graduate courses. Faculty members should anticipate such needs far in advance and should ask that the material be held in reserve for the period.

Book Purchasing

Each academic department designates a library representative to implement department recommendations concerning the development of the collection in its field of competence. All members of the faculty are urged to make suggestions concerning book purchases and subscriptions.

Benefits and Privileges

Group Life Insurance

Participation in the University sponsored Group Life Insurance Program is obligatory for all regular full-time members of the faculty and staff whose appointments extend over a continuing period of 180 days or more. The regular amount of insurance is $20,000, for an employee whose regular annual salary is $5,100 or more.

The monthly contribution rate of the individual insured is indicated below:

	Employees Paid in 12 Installments	Employees Paid in 9 Installments
Under age 40	$6.00	$8.00
Over age 40	7.00	9.33

(The University itself makes a substantial contribution.) Additional life insurance in multiples of $500.00 is available to employees who have a regular annual salary (excluding earnings for the summer session) which exceeds $13,666. The following table indicates total insurance available according to salary bracket (including excess coverage) and the additional cost to employees, over and above the rates for the first $20,000:

		Additional Cost to Employees (2)	
Salary Bracket (1)	Total Insurance	12 mos. Payroll	9 mos. Payroll
$13,667 - 13,999	$20,500	$ .30	$ .40
14,000 - 14,333	21,000	.60	.80
14,334 - 14,666	21,500	.90	1.20
14,667 - 14,999	22,000	1.20	1.60
15,000 - 15,333	22,500	1.50	2.00
15,334 - 15,666	23,000	1.80	2.40
15,667 - 15,999	23,500	2.10	2.80
16,000 - 16,333	24,000	2.40	3.20
16,334 - 16,666	24,500	2.70	3.60
16,667 - 16,999	25,000	3.00	4.00
17,000 - 17,333	25,500	3.30	4.40
17,334 - 17,666	26,000	3.60	4.80
17,667 - 17,999	26,500	3.90	5.20

Salary Bracket (1)	Total Insurance	Additional Cost to Employees (2) 12 mos. Payroll	9 mos. Payroll
18,000 - 18,333	27,000	4.20	5.60
18,334 - 18,666	27,500	4.50	6.00
18,667 - 18,999	28,000	4.80	6.40
19,000 - 19,333	28,500	5.10	6.80
19,334 - 19,666	29,000	5.40	7.20
19,667 - 19,999	29,500	5.70	7.60
20,000 - 20,333	30,000	6.00	8.00
20,334 - 20,666	30,500	6.30	8.40
20,667 - 20,999	31,000	6.60	8.80
21,000 - 21,333	31,500	6.90	9.20
21,334 - 21,666	32,000	7.20	9.60
21,667 - 21,999	32,500	7.50	10.00
22,000 - 22,333	33,000	7.80	10.40
22,334 - 22,666	33,500	8.10	10.80
22,667 - 22,999	34,000	8.40	11.20
23,000 - 23,333	34,500	8.70	11.60
23,334 - 23,666	35,000	9.00	12.00
23,667 - 23,999	35,500	9.30	12.40
24,000 - 24,333	36,000	9.60	12.80
24,334 - 24,666	36,500	9.90	13.20
24,667 - 24,999	37,000	10.20	13.60
25,000 - 25,333	37,500	10.50	14.00
25,334 - 25,666	38,000	10.80	14.40
25,667 - 25,999	38,500	11.10	14.80
26,000 - 26,333	39,000	11.40	15.20
26,334 - 26,666	39,500	11.70	15.60
26,667 - and over	40,000 maximum	12.00	16.00

(1) Regular 12-month salary for fiscal employees; regular 9-month salary for academic employees.

(2) Cost per present monthly premium of $6.00 for first $20,000 of life insurance (or $7.00 to employees age 40 and over).

Group Medical Insurance

Participation in the University's Group Hospitalization Plan is mandatory, at least for the individual coverage of the employee. Faculty members are urged to read the brochure which describes the plan and indicates the monthly cost. Monthly deductions will be at an accelerated rate for employees who are paid in nine installments.

NOTE: At the time of the printing of this publication, negotiations are underway which could alter materially the existing life and medical insurance programs. New employees are urged to contact department heads for current information relative to programs in effect at the time of their appointments.

Retirement

All regular employees* who are not members of one of the other funded retirement systems of the State of Louisiana (e.g. State Teacher's Retirement System), shall with few exceptions, as excludable by state law, become members of the contributory Louisiana State University Funded Retirement System. All members of this system are also covered by Federal Social Security.

Details regarding the provisions of the University Funded Retirement System are contained in brochures issued by the Retirement System office and distributed by the Office of Personnel Services through department chairmen.

* An employee is deemed to be regular if his appointment is for a period of 180 calendar days or more, or if his employment has been uninterrupted for a period of 180 consecutive calendar days.

Long-Term Disability Insurance

This optional group plan is available to all active, full-time employees under the age of 70. This policy offers protection against salary loss as a result of sickness or accident until the age of 65. Persons over 65 are entitled to only one year's benefit.

The cost of these benefits is minimal. This coverage should be of particular interest to new employees with little or no accumulated sick leave. Faculty members are again urged to read the brochure that describes this plan.

Accidental Death and Dismemberment Insurance

The University has a voluntary all-risk group accident insurance program. This coverage, which is also available for wives of employees (but not for husbands), affords protection supplemental to the benefits provided under the University's group life insurance plan, group disability plan, workmen's compensation, or under the employee's private insurance program. This particular insurance protection provides 24-hour, 365-day coverage against accidents at work, at home, at play and while traveling anywhere in the world.

Faculty members are encouraged to read the brochure for specific benefits under this plan. The monthly premiums for various principal sums appear in this brochure.

Tax-Sheltered Annuity Plan

Through the University, annuity plans are offered which give participants certain income and estate tax advantages which are allowable under current Federal Internal Revenue and State Income Tax regulations. For those persons desiring to participate, the University will arrange to have a portion of the salary paid in the form of a monthly premium on an annuity contract on his life. This contract, while purchased and maintained by the University, will be the property of the employee, who may terminate the arrangement at any time. All premiums deducted are excluded from the employee's taxable income for the year. Death benefit payments to benificiaries are entitled to an exclusion from Federal Estate Tax. Since normally an employee would defer income from this plan until retirement, he would pay a smaller tax on the income from his annuity than he would if annuity premiums were received as taxable salary during his working days.

Upon request, the Office of Business Affairs will provide the names of companies who have qualified to sell a tax-sheltered annuity plan on this campus. New faculty members who wish to continue in plans with companies which have not qualified are urged to have a representative call promptly, as no deductions can be made until the necessary documents have been processed. It is essential that an authorized representative of a company appear at the Office of Business Affairs before qualifications can be obtained.

Credit Union

The LSUNO Federal Credit Union, operated by university employees, offers its services to all members of the faculty and staff. The purchase of a $5.00 share of stock is required for membership.

Credit Union savings and loans are both insured at no cost to the members. Inquiries should be referred to the LSUNO Federal Credit Union office.

Services

Bookstore

Textbooks, general literature, classroom and office supplies, minor drugs, and other miscellany are available at the LSUNO Bookstore, conveniently located on the first floor of the University Center. Personal purchases are made in cash or by check, at a 10% discount for the personal use of faculty and staff members. Authorized supplies may be requisitioned from the Bookstore through department chairmen or deans.

In addition, Bookstore personnel are anxious to cooperate with faculty members in the selection and ordering of new textbooks and supplies. Publishers' Indexes are available for the location of books by publisher, including the addresses and names of book dealers.

The Bookstore is normally open Monday through Friday from 8:00 a.m. until 5:00 p.m. and on Saturdays from 8:00 a.m. until 12:00 noon. This schedule, however, is subject to change.

Food Service

SNACK AND DAIRY BARS — The University Center operates the Snack Bar for the purchase of cold drinks, coffee, hamburgers, hot dogs, and other sandwiches at reasonable prices. In addition, the Dairy Bar, specializing in ice cream, pastries, popcorn, and cold drinks, is provided for in-between meal snackers.

CAFETERIA — A wide selection of meals is available daily in the University Center Cafeteria. Reasonably priced to fit the academician's budget, the University Center Cafeteria offers a constantly changing menu for those who lunch often in the Center.

FLAMBEAU ROOM — The pride of the University Center food services is the elegant Flambeau Room, which has special appeal for faculty members and administrators. Offerings include a variety of Italian foods, choice steaks, and a wide selection of specially prepared seafoods. The atmosphere of the Flambeau Room is particularly conducive to faculty meetings and private conversations.

THE COMMONS — Located near Bienville Hall Dormitory, The Commons dining hall offers cafeteria and snack bar service. Three meals daily are provided in the cafeteria on the following schedule: Breakfast 7:00 a.m. to 9:00 a.m.; Lunch 11:00 a.m. to 1:30 p.m.; Dinner 4:30 p.m. to 6:00 p.m. Breakfast and Lunch only are served on Saturdays at 7:00 a.m. to 9:00 a.m. and 11:00 a.m. respectively during the regular academic year. The schedule is subject to change.

FOOD SERVICE AND RECREATION BUILDING — This facility provides fast-service char-broiled hamburgers and self-service soft drinks and pastries in a 500-seat capacity snack bar. Other facilities include a 14-table pocket billiard recreation area, vending room, and the post office and campus mail service. A landscaped courtyard provides outdoor seating to supplement a small interior lounge. Heavy rough-sawn timbers highlight an attractive rustic interior.

Student Health Service

The University Student Health Service is available to faculty members. It is located in the Health and Physical Education Center, where it has a dispensary and examination and consultation room. A registered nurse is on duty from 8:00 a.m. until 10:00 p.m.

LSUNO retains the professional services of a consultant physician and a consultant psychiatrist for those medical emergencies arising on-campus which are beyond the professional and legal qualifications of a nurse. The physician and psychiatrist are not retained for the purpose of replacing in any way the faculty member's family physician. Professional services are available only during an emergency and when the patient's family physician cannot be contacted.

Each faculty member should place on file in the Office of the Chancellor, on a special form provided, information related to his personal physician, preferred hospital, and person to be notified in case of serious illness or accident.

Campus Mail Service

The University operates a contract branch Post Office in the Food Service and Recreation Building (located on the west side of the campus), which provides regular Post Office services such as the sale of stamps and money orders, parcel post mailings, etc. Incoming mail addressed

to individuals or offices on the campus is delivered to the Post Office by regular postal carrier. It is sorted and delivered on the campus by university personnel. Intracampus mail is delivered by university personnel without charge. Post Office hours are 9:00 a.m. until 4:00 p.m. Monday through Friday and 9:00 a.m. until noon on Saturday. Boxes are available for rental.

Campus Security

Campus security and traffic control are the responsibility of the Campus Security Office, located at the Lakeshore Drive entrance to the campus. This office can be reached by telephone at any time.

Reports of thefts, vandalism, traffic accidents and other matters occurring on the campus and normally handled by police should be promptly reported to Campus Security.

The University requires all personnel using motor vehicles on the campus to register these vehicles, regardless of ownership, with Campus Security within 48 hours after the vehicle is first brought onto the campus. Faculty automobiles will be marked with an appropriate sticker. Tickets are issued for parking and traffic violations. Fines are assessed for each offense and are payable at the Office of the Auditor in the Administration Building. Repeated offenses might lead to the suspension of a permit.

Telephone Service

The University operates its own switchboard on the campus, which can be reached from outside by dialing 288-3161. To telephone off-campus from an LSUNO extension during hours of operation, one must dial "9". *All* long-distance calls must be placed through the LSUNO switchboard operator. Direct distance dialing is not permitted. For further information refer to the University telephone directory.

Operation and Maintenance

The Department of Operation and Maintenance is responsible for all physical plant services. All repair work, changes or modifications, or moving of equipment must be performed by work crews under the supervision of the Director of Physical Plant. Such work is initiated by a work order request, approved by the department concerned. Charges are made against the department's budget for work of a special nature.

Office of Accounting Services

The Director of Accounting Services is responsible to the Vice Chancellor for Business Affairs for administering all phases of the University accounting system, including accounts receivable, accounts payable, payrolls and gifts, grants and contracts. An administrator for the latter is employed within this office to assist in the preparation of the budgetary section of proposals as well as in the processing of fiscal reports to granting agencies.

Purchasing

All supplies, services, and equipment to be purchased off the campus must be listed on Form B.O. 1, approved by a department chairman or dean, and submitted to the Purchasing Department. Purchases are made upon the receipt of bids and are charged to the appropriate departmental budget. Faculty members are *not* authorized to make purchases in the name of the University.

Information Services

The function of the Office of Information Services is to maintain and strengthen appreciation of the University's aims, policies, and achievements, both within the University community and in the community-at-large. This is accomplished by gathering and channeling news to the press, radio, and television; by producing and distributing bulletins, pamphlets, folders, and other informational publications; by producing motion picture films; and by offering guidance in public relations matters.

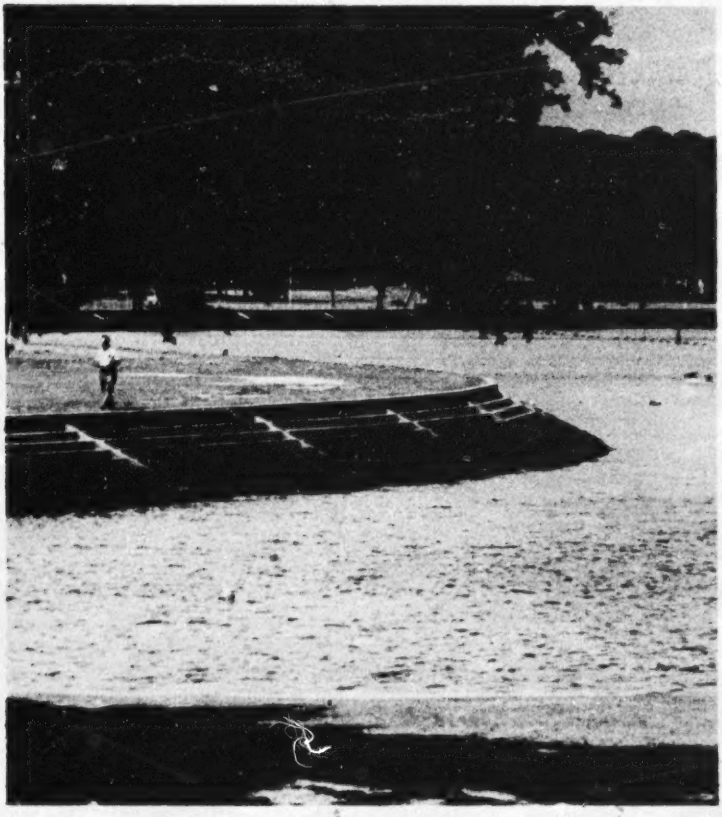
Since it is impossible for this staff to keep in constant close touch with every department of the University, it is highly desirable that each faculty member keep the director of information services informed of significant activities. His office is located in the Administration Building.

Identification Cards

Faculty and staff members are issued individual identification cards. The possession of this card *does not* authorize the individual to charge goods to the University or to make purchases in the University's name. The cards are issued only as identification of the holder as an employee of the University in the hope that this might facilitate his establishing credit with local merchants, cashing checks, and possibly obtaining reduced rates on commercial carriers, and the like.

Recreation

The University operates an outdoor swimming pool on the East Campus from the beginning of May through Labor Day. Swimming instruction is available for the families of faculty members. Indoor sports facilities are available in the Health and Physical Education Center. Two surfaced tennis courts are available on the campus proper. Just across Lakeshore drive is Pontchartrain Beach, a complete amusement park with a bathing beach, and nearby are the tennis courts and tournament quality golf courses of City Park. There are marina and boating facilities on the lake shore. The metropolitan area offers many recreational clubs and public parks, and the fields and streams and open waters that make Louisiana a "Sportsman's Paradise" are within easy reach.



Publications

The Trident

The *Trident* is the LSUNO yearbook, published by the University and edited by a student staff under the general supervision of a Faculty Advisor. Major staff officers are paid salaries and are appointed by the Chancellor, upon the recommendation of the Committee on Student Publications. Delivery is normally scheduled for September. Faculty members may order copies at a cost of $5.00 per book.

The Driftwood

The Driftwood is the campus weekly newspaper, published by the University and edited by a student staff under the general supervision of a Faculty Advisor. Major editorial officers are paid salaries. Appointments to the paid positions are made by the Chancellor, upon the recommendation of the Committee on Student Publications. The paper is distributed free on Friday mornings during the academic year.

The Ellipsis

The Ellipsis is the campus literary magazine, published each spring by the Department of English, written and edited by students under the sponsorship of a faculty member of the department.

Arete

Arete is a scholarly magazine published twice a year by Alpha Theta Epsilon, the campus honors society.

Permanent Memoranda

University regulations are occasionally extended, elaborated on, and/or explained by Permanent Memoranda issued by the Office of the President. Permanent Memoranda are not normally distributed to all faculty members; however, each dean's office maintains a file of these. The following is an index of those of more general interest:

No. 3. Compensation Limitations

No. 4. Field trips covered by Student Travel Insurance

No. 8. Procedures for the Assignment of Student Jobs

No. 10. Indirect cost allowances on Grants and Contracts

No. 11. Outside employment of university employees

No. 13. University travel regulations

No. 14. Salary Scale for Summer Terms

No. 18. Registration of automobiles used on campus

No. 21. Use of university automobiles and trucks

No. 23. Definition of academic ranks

No. 24. Educational privileges of nonacademic employees

No. 30. Nuclear Energy committee

No. 31. General definition of residence

No. 39. Sick Leave

No. 45. Policy governing granting of leaves of absence for military and other defense service

No. 46. Policy governing appointment and promotion of teaching and of research staffs

No. 52. System-wide committees — functions and membership

No. 54. Fair Labor Standards and compensation for overtime

Appendix I

By-laws of the LSUNO Faculty Council, adopted in accordance with the Regulations of the LSU Board of Supervisors, Ch. 6, Sec. 6-3. (Revised July 1, 1969)

LSUNO Faculty Council By-Laws

1. COMPOSITION. The LSUNO Faculty Council shall consist of all full-time Faculty of LSUNO and the members of the Administrative Council.

2. THE FACULTY of LSUNO (See Regulations, Section 6-4, c.1) shall consist of all members of the academic staff having the rank of instructor or higher who are appointed full-time for at least one year.

3. FUNCTIONS AND PURPOSE. The Faculty Council or appropriate standing committees thereof shall have coordinating authority in all matters involving the establishing of curricula, the fixing of standards of instruction, the determining of requirements for degrees, and generally the determining of the educational policy of LSUNO in all matters affecting more than a single college, school, or division.

4. AUTHORITY. Action taken by the Faculty Council shall be subject only to the superior authority of the Board of Supervisors. Should any action taken by the Faculty Council be deemed by the Chancellor of LSUNO or by the President of the University to be of an administrative rather than an academic nature, or not in the best interest of the University, he shall have the power to suspend the enforcement of such action pending final disposition by the Board of Supervisors.

5. CHAIRMAN. The Chancellor of LSUNO shall serve as the chairman of the Faculty Council, and shall call it into session in accord-

ance with the provisions of Section 7 of these Bylaws. He shall also appoint a Secretary, a Parliamentarian, and a Vice-Chairman who shall serve in his absence.

6. SECRETARY. The Secretary of the Faculty Council shall be appointed by the Chancellor of LSUNO, shall keep minutes of all meetings of the Council, shall conduct its correspondence, and shall issue notification of meetings in accordance with the provisions of Section 7 of these Bylaws.

7. MEETINGS. The Faculty Council shall meet at least once each academic year at the call of the Chancellor of LSUNO as Chairman, or by him upon the written request to him of twenty-five members of the Faculty Council. At least five days notice of meetings shall be given all members by the Secretary of the Faculty Council.

8. QUORUM. Twenty-five percent of the membership of the Faculty Council shall constitute a quorum. No quorum shall be considered to exist at any time between the close of the spring semester and the beginning of the following fall semester, except that the Faculty Council may call a special meeting during this period by a two-thirds vote at a regular meeting in the spring semester.

9. ALL MEETINGS of the Faculty Council shall be conducted in accordance with Robert's Rules of Order, Revised.

10. THE FACULTY COUNCIL shall elect annually from its membership two members from different colleges or academic divisions with the rank of Associate Professor or above, to serve as members of the Administrative Council for one-year terms.

11. UNIVERSITY SENATE. The University Senate, as an appropriate standing committee of the LSUNO Faculty Council, shall have authority in all matters affecting more than a single college, school, or division and involving the establishment of curricula, the fixing of standards of instruction, the determination of requirements for degrees, and generally the formulation of the educational policy of the University in such matters. The action will be effective immediately subject to repeal by the Faculty Council. Any subject

or measure under consideration by the University Senate may at its discretion be referred to the Faculty Council, prior to or in lieu of formal action.

12. COMMITTEE ON COMMITTEES. The two faculty representatives elected to the University Senate from each college for two-year terms shall constitute a Committee on Committees for the Faculty Council. The President of the Student Government Association, or his appointee, shall also serve as a member of the Committee. The Committee shall make recommendations to the Faculty Council concerning the purpose, composition, and functions of all Faculty Council Committees except the University Senate and the Committee on Committees. The Committee shall also make recommendations to the Chancellor of LSUNO, who is *ex officio* Chairman of the Faculty Council, concerning the selection of individual faculty members whom he is charged with the responsibility of appointing to membership on the various Faculty Council Committees.

13. All full-time faculty, exclusive of the Administrative Council, with the rank of Assistant Professor or above and at least one academic year's service at LSUNO shall be eligible to serve on the Committee on Committees. All committees of the Faculty Council shall be immediately responsible to the Faculty Council.

14. Any decision of a Committee of the Faculty Council or of the Faculty Council may be vetoed by a two-thirds vote of the entire Faculty of any one College or Senior Academic Division, provided that such veto is voted at a Faculty Council meeting not later than thirty days after the decision. A two-thirds vote of the Faculty Council present and voting is required to override such a veto. If the veto is not overridden at the meeting at which it occurs, the entire voting membership of the Faculty Council must be informed in detail of the veto and of the matter vetoed one week prior to the following meeting of the Council.

15. Amendments to these Bylaws may be proposed by the University Senate or by the Faculty Council, and must be approved by a two-thirds vote of the Faculty Council membership present and voting, prior notice of one week having been given of any amendment to be presented for approval.

Appendix II

By-Laws of the University Senate of LSUNO

I. PURPOSE

The University Senate, as an appropriate standing committee of the LSUNO Faculty Council, shall have authority in all matters affecting more than a single college, school, or division and involving the establishment of curricula, the fixing of standards of instruction, the determination of requirements for degrees, and generally the formulation of the educational policy of the University in such matters, subject only to the veto power of the Faculty Council.

II. REPRESENTATION

The Senate shall be composed of the following:

A. Administration

The Administration shall be represented by the Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Business Affairs and the deans of the colleges and schools.

B. Faculty

The Faculty shall be represented by the colleges and schools with members elected by their full-time faculties, subject to the following:

1. Each college and school, except the Graduate School, shall have two (2) representatives elected by its full time faculty for two (2) year terms, with one (1) representative for each drawing an initial term of one (1) year by lot.

2. Each college and school, except the Graduate School, shall have one (1) additional representative with a one (1) year term for each one-tenth (1/10), or major fraction thereof, of the total number of the full-time faculty of the University. The total full-time faculty of the colleges and schools shall be certified by the Vice Chancellor for Academic Affairs in September of each year.

3. Each college and school, except the Graduate School, shall have one (1) additional representative with a one (1) year term for each one-fifth (1/5), or major fraction thereof, of the total number of major students in the University who are major students in that college or school. The total number of major students shall be certified by the Vice Chancellor for Academic Affairs as soon as possible in September of each year.

4. The Library staff shall have one (1) representative elected for a two (2) year term by the full-time Library staff having academic rank.

5. Vacancies shall be filled by a special election called by the dean, or director of the college, school, or library, and the successful candidate shall complete the unexpired term of the member being replaced.

C. The Student Body

Student representation shall consist of the President of the Student Government Association, three (3) additional members elected by the Student Congress for one (1) year terms (no more than one undergraduate from any college or school), and one (1) graduate student elected by the Graduate Student Body for a one (1) year term.

D. Ex Officio, Non-voting Members

1. Vice Chancellor for Student Affairs

2. Dean of the Junior Division

3. Librarian